Marine Corps Institute
Procedures Manual

MARINE BARRACKS
WASHINGTON, DC

TRAINING AND EDUCATION FOR THE NEW MILLENNIUM

The Learning Marine

Focus on the Student

Marine Corps training and education is shifting from traditional instructional modes, such as the classroom and lecture, to new <u>cutting edge</u> distance learning. Besides the traditional classroom and correspondence course, Marines will be able to take courses that are in a CD-ROM format or on the Internet.

This idea of Marines learning on their own, at the place and time of their choosing, puts the responsibility for each Marine's education and training on the Marine. It changes the basic concept of who controls the learning environment.

Active, not Passive

Learning is an active, not a passive experience—this is key to the idea of the learning Marine. Two critical issues are part of the learning Marine:

- Marines take responsibility for their learning.
- Training and education takes place beyond the walls of the traditional classroom.

To implement this concept, Marines and commanders have to think and act flexible, keeping in mind that the learning environment truly belongs to the individual Marine.

Marine Corps Learning System

Operationally, Marine Corps training has been reconfigured in a new structure called the Marine Corps Learning System (MCLS). Under the MCLS, resident instruction and distance training are combined into a tightly integrated curriculum.

At the top of the MCLS is the Marine Corps Distance Learning Center determining requirements, establishing standards, and formulating distance training policy. Other organizations of the MCLS include resident training centers, learning resource centers, and regional development centers, many which draw their resources and organizations from the current Marine Corps training structure.

MCI and the MCLS

Traditional   Within the MCLS, the Marine Corps Institute (MCI) currently retains its tradition distance learning function of developing and distributing MOS correspondence courses and professional military education courses and programs.

- Commanders, training NCOs, and Marines turn to MCI for administrative guidance on managing MCI programs, issuing course materials, tracking enrollments, grading examinations, etc.

- Telephonic and direct service walk-ins together with e-mail messages are still ways to get help on administrative matters from MCI. Again, the key MCI organizational element for customer service remains the Student Service Division (SSD).

Changes   Now there are new ways to communicate with MCI. These are electronic and involve **cutting edge** technologies.

- MCI is now using new cutting edge technology for recordkeeping and communication: MCI's web page allows commanders and students to directly request and view enrollment information from a personal computer.

- This exciting program allows online enrollments, student progress, and online examination administration with immediate feedback of results.

Format   As chapters are revised/developed, MCI will continue to update this Procedures Manual. The Procedures Manual contains the following topics:

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CHAPTER 1

ENROLLING IN MCI COURSES AND PROGRAMS

Overview

Using this Manual

This manual helps commanding officers, training officers, and training NCOs administer their unit's MCI training and education programs. It is a managerial and administrative tool for interacting with MCI, particularly the Student Services Division.

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Background

Training Courses	MCI offers distance training and education products, and non-MOS specific courses to Marines and officers.
	• Distance training courses, also called the *red books,* help Marines improve their technical job performance skills.
	• Upon successful completion of a distance-training course, a Marine receives a completion certificate.
Distance Education Programs (DEP)	MCI also offers Professional Military Education (PME) programs to Marine NCOs and officers. Like the *red books*, PME materials are intended for Distance Learning (DL) purposes.
	• Each distance education program usually consists of many individual courses.
	• On completion of each course, a student receives a completion certificate.
	• On successful completion of a distance education program, a student receives a program diploma.
Importance of Enrollment	An enrollment is
	• The first step your Marine takes in getting either the technical training or PME that MCI offers.
	• More than just filling out a card. It requires a concerted effort: you, the training NCO, and your Marine working together.

Why Enroll in MCI Courses?

Skills Improvement MCI courses, particularly the *red books*, can help your Marines

- Increase their MOS skills and knowledge
- Enhance their formal school training
- Get formal school training
- Augment unit training prescribed in MCO 1553.3_ , *Unit Training Management Manual*
- Meet other training requirements

PME MCI's professional military distance education programs are important to your Marines because they

- Allow Enlisted Marines in grades corporal and above to complete the appropriate prerequisite before attending resident instruction

- Give officers the opportunity to get the distance education PME that parallels the curricula their counterparts attending the resident school receive

Promotion MCI courses are important for promotion.

- Corporals and below earn 15 points toward their promotion composite score for every MCI course they successfully complete (up to a maximum of 75 points in grade).

- Marine Corps Individual Ready Reservists (IRR) receive one reserve retirement credit (RRC) for every three MCI course study hours. The number of study hours and RRCs are listed in the introduction of each course, in the Marine Corps Institute *Annual Course Listing,* and on the back of each completion certificate.

- PME is required for all enlisted promotions.

- Successful completion of PME by officers enhances their consideration for promotion (optional).

Why Enroll in MCI Courses?, Continued

ACE College Credits

Many MOS training, *red book*, courses and some courses included in the PME distance education programs have been recommended for college credits by the American Council on Education (ACE).

- When Marines attend college, they should request that a transcript of their MCI course is sent to the school of their choice. (Transcripts are discussed in detail in Chapter 2, Administrative Actions, Requesting Official Transcripts.)

- The registrar at the Marine's college will determine which courses to honor and how many credits can be granted toward the Marine's degree program.

Important Enrollment Guidance

Enrollment Guidance

Two important points to remember about enrolling Marines in MCI courses are

- A Marine's enrollment in MCI courses may be voluntary or by direction of the command.

- Marines must complete their courses/programs to receive bonus points toward their composite scores.

Remember: A Marine may enroll in a maximum of five MOS courses (LCpls and below) or one PME program and five MOS courses at a time (Cpls and above). Advise your Marines to delay enrolling in additional courses/programs until they successfully complete the distance learning program/courses they are currently studying.

Program Limitation

- A student may enroll in only one PME distance education program at a time.
- A student may not enroll in a single course of a PME program.

Example

A student cannot enroll in the *Warfighting Skills Program* (7400) when he/she is still active (current) in the Staff NCO Career Distance Education Program.

Pre-enrollment Checklist

Enrollment Procedures

The table below shows the first step you need to follow when enrolling a Marine. The rest of this chapter will explain each of the follow-on steps.

> Note: The enrollment procedures covered in this chapter apply to enrolling <u>only</u> active duty via the R-1 card or diary entry.
>
> All others enrollments occur by contacting MCI by letter or telephone, via the MCI web page (Internet), or by going through the chain of command. The latter do not require pre-enrollment counseling.

Step	Action
1	**Conduct pre-enrollment counseling.**

Definition

There are many important considerations you need to discuss with the Marine before completing the enrollment. This discussion is called pre-enrollment counseling. The checklist below outlines details of this pre-enrollment counseling.

Item	Description
Marine Requirements	The Marine • Meets the course prerequisites stated in the MCI *Annual Course Listing*. • Ensures the course meets the Marines' current training needs. • Notifies the training NCO when he or she receive course materials from MCI. This is the only way you will know when the Marine receives his or her courses/programs. • Inventories his or her course materials and notifies the training NCO if any course/program components are missing. • Takes all end-of-course (final) examinations with a proctor present.
Training NCO Responsibilities	The Marine must have enough time left (at least 6 months) in the Marine Corps, the unit (90 days), or other branch of service to complete the course. The following Course Completion Deadlines (CCDs) have been established: • A MOS skills and training (red book) course must be completed within 2 years of enrollment. • PME distance education program must be completed within 5 years from the enrollment date.

Fill Out the R-5 Card or Document in a Unit MCI Database

Enrollment Procedures

You are now on the second step of enrollment.

Step	Action
1	Conduct pre-enrollment counseling.
2	**Fill out the R-5 card or document in a Unit MCI Database.**

Importance

Completing this step gives you documentation that

- Establishes your pre-enrollment counseling session with the student.

- Helps you document when each student receives course or program materials.

- Allows you to track the student's progress throughout enrollment in the MCI course/program.

Enroll your Marine in the Course/Program

Enrollment Procedures

You are now on the third step of enrollment.

Step	Action
1	Conduct pre-enrollment counseling.
2	Fill out the R-5 card or document in Unit MCI Database.
3	**Enroll the student.**

Methods of Enrolling

You can send an enrollment application to MCI in one of the following ways:

- Internet via MCI's home page: www.mci.usmc.mil (This is the preferred method!)

- Unit diary entry

- R-1 card (See Appendix B for a sample form.)

- Naval message

- By telephone

  - MCI offers enrollment to Reservists via telephone. For Reservists only, a student services clerk will assist the enrollment process.

  - MCI will be offering automated enrollments via the telephone in the very near future. This automated service will be offered to all students.

- Walk-ins are accepted during normal business hours at MCI.

Enrollment via the Internet Online

Using MCI Online

By using Internet

- A student can enroll in an MCI course and receive confirmation that the enrollment was executed.

- Students can review their records on MCI's student database at MCI's web site.

Step	Action
1	Go to MCI's home page at www.mci.usmc.mil
2	Click on the enrollment icon.
3	At the enrollment page • Enter your SSN in the appropriate box. • Enter your date of birth in the appropriate box, then press ENTER. • Click on the Enroll Online link in the upper left-hand corner. • Click on the drop-down box to select your course. • Select: • Option 1: Yes, send me all materials. • Option 2: No, send me an exam and answer sheet only. • Finally, click the enroll button.

Enrollment via the Internet Online, Continued

Enroll with Limited Materials

Use of MCI Online allows students' options concerning how much material they would like MCI to send them. The high cost of printing and shipping materials resulted in MCI making these options available to students to reduce costs. Currently, the options available are

- Send materials - This choice will ask MCI for all course materials.

- Test Only - This choice tells MCI that the student can get his study materials locally and only the test should be sent.

- Send nothing - This choice tells MCI that the student can get the course materials locally and he or she intends to take a MARTEST as his course examination method.

These options are only available via the MCI Online enrollment method. If a student wishes to enroll via unit diary or R-1 card, he or she will be sent all materials.

Unit Diary Enrollment

Using the Unit Diary

- The unit diary has a link to central processing in Kansas City. Because of this link, your unit diary enrollments post quickly.

- Maintain close contact with your unit diary clerk to ensure accuracy of enrollment requests. Below is the procedure for enrolling by unit diary.

Step	Action
1	Fill out the MCI Enrollment Application (R-1 card) following the instructions accompanying the card, which is in Appendix B.
2	Give the R-1 card to your unit diary clerk to use as the source document to make the unit diary entry for the student. Note: Do not mail the R-1 card to MCI -- keep it in your records, together with the student's R-5 card. It is a source document showing when the unit diary enrollment was made.
3	When the unit diary clerk runs the enrollment transaction on the unit diary, write on the student's R-5 card (or enter into a database) the • Unit diary number • Process date This helps you and MCI resolve any problems that may occur with the transaction.

How to Get R-1/R-5 Cards

To replenish your supply, e-mail a request to the MCI's Student Services Division. Keep a supply of R-1 and R-5 cards on hand.

Mailing the Enrollment (R-1 Card)

Using the R-1 Card
Follow the steps in the table below to enroll a student in an MCI course or program using an R-1 card, if you cannot enroll students using the unit diary or MCI Online.

Step	Action
1	Fill out the R-1 card. (See Appendix B.)
2	Mail the R-1 card to MCI. (Keep the R-5 card.)
3	**Write the date you mailed the R-1 card to MCI on the student's R-5 card or database record.**

Additional Enrollment Information

Processing Time   Normally it takes

- 24 hours to process Internet enrollments

- Unit diary enrollments about 4 days to pass through the unit diary system and completely process into MCI's computer database

- R-1 cards about 2 weeks from the day the unit training NCO mails the card until it gets completely processed into MCI's computer system

Maintain close contact with your unit diary clerk to ensure that unit diary enrollment errors are caught, corrected, and resubmitted in a timely manner.

Enrollment Problems

Enrollment Procedures

You are now on the fourth step of enrollment. During this time, you need to check with the student to ensure that he or she is working on the course.

Step	Action
1	Conduct pre-enrollment counseling.
2	Fill out the R-5 card.
3	Enroll the student.
4	**Monitor the enrollment.**

not

During this step, you may discover that your student's enrollment did process into the MCI database. What do you do?

Enrollment Error: Unit Diary

- MCI's computer system screens all unit diary enrollment transactions.

- If there was an error in the enrollment transaction, the unit diary system notifies your unit diary clerk in a *Unit Diary Feedback Report*. The unit diary clerk will need to enroll the student again through the diary.

- If you are not sure that the computer enrollment will post, you can fill out and mail an R-1 card as a back-up for the unit diary enrollment.

Again, keep in contact with your unit diary clerk to correct error(s) as soon as possible.

Invalid Enrollments

- Invalid enrollments are rejected, and the unit informed via the *Unit Diary Feedback Report.*

- You should receive feedback reports in about 5 to 7 days from your unit diary clerk. Be sure to check with the clerk about your enrollments.

- Invalid enrollments attempted from the MCI web site will result in an immediate error message to the student.

Be sure to write the unit diary number and date for the new enrollment transaction on the student's R-5 card or database record.

Enrollment Problems, Continued

Checking on Enrollments

- If a student has not received course materials within 30 days of sending the request for enrollment, you can call the Student Services Division at 1-800-MCI-USMC (1-800-624-8762). Marines worldwide may call commercial (202) 685-7596 or DSN 325-7596.

- You can e-mail MCI at OMBMCISSD@MBW.USMC.MIL.

Checking Enrollments: Required Information

When you call MCI, be prepared to provide the following information:

- Student's name
- Student's SSN
- Course/program number
- Unit diary number
- Processing date of the enrollment request

Note: Check the MCI web site. You will find a "date shipped" transaction posted after a successful enrollment. If 30 days have passed since the "date shipped" posting, request duplicate materials.

Common Enrollment Errors

Unit Diary/R-1 Card

- R-1 cards and unit diary entries rely on typing or handwriting of student information to get student enrollments into the computer system.

- MCI recommends using the MCI web site as the most efficient and responsive service for enrollments. It does not require SSD personnel to decipher handwriting.

The following table shows common unit diary problems that either delay or prevent your students' enrollment in MCI courses/programs:

If you submit an enrollment request by R-1 card or unit diary…	Then the enrollment is rejected by…	To prevent errors, ensure…
For a student who does not meet the course prerequisites for rank	Unit diary system or MCI computer system	Student's rank meets the requirements stated in the MCI *Annual Course Listing*
With the wrong course number	Unit diary system or MCI computer system	You request the correct course number
For a student who is already enrolled in another PME program	MCI computer system and unit diary system	The student finishes the program currently enrolled before requesting enrollment in another PME program

Common Enrollment Errors, Continued

R-1 Problems

- One of the most common problems that Student Services Division (SSD) personnel have with the R-1 card is understanding the handwriting. Write all required information legibly and clearly.

- The following table shows common errors that either delay or prevent your students' enrollment in MCI courses/programs when there is a problem with the R-1 card:

If you submit an R-1 with...	Then, MCI SSD clerks...	To prevent errors, ensure that...
No name, SSN, course number, or course title	Cannot enroll the student	Correct name, SSN, course number and title are clearly printed
A course title that does not match the course number	Cannot enroll the student	• Course title matches the course number • Print is clear
No service component for a non-Marine	Must reject the request for enrollment	Student's service component is included
The wrong address for a non-Marine	Must send course materials to the address on the MCI database	Unit/home address is correct

Note: Materials are sent to an active-duty Marine's address, which is in the Marine Corps Total Force System (MCTFS).

Summary

Enrollment Process

You have covered the scope of the enrollment process. Besides pre-enrollment counseling, you learned the

- Ways to enroll your Marines in MCI distance education and training courses and programs.
- Importance of the MCI database in the enrollment process.

Errors

You learned the

- Kinds of errors that can occur in enrolling Marines in MCI courses/ programs.
- Ways to get these errors corrected.

Monitoring

You covered the importance of monitoring your Marine's enrollment in the following ways:

- Using the R-5 card
- Communicating with your unit diary clerk
- Interacting with the MCI web site

Preview

In Chapter 2, you will learn more about monitoring your students' progress.

CHAPTER 2

TRACKING/MANAGING STUDENT PROGRESS

Overview

Importance
- One of your primary responsibilities as a training NCO is to closely monitor your students' progress in their MCI courses/programs.

- This chapter discusses events that occur after a student enrolls in an MCI course and what you need to do during each event.

In This Chapter

This chapter covers the following topics:

Receiving Course/Program Materials

Mailing Address

- For active duty Marines, course material is shipped to the unit address contained in Table 01 of the Marine Corps Total Force System.

- Reserve Marines can have material sent directly to their home address.

- Materials will not be sent to a Marine in transit signified by a transient RUC of all zeroes.

Mailing Time

- The course materials, including the final examination, are mailed in a package addressed to the student. Students should receive course materials within 30 days of the date their material was shipped from MCI.

- If students do not receive them within this time, contact MCI Student Services Division on 1-800-MCI-USMC to investigate the delay and order duplicate materials. Marines worldwide may call commercial (202) 685-7596 or DSN 325-7596.

Materials

The table below shows the kinds of course/program materials a student receives in the mail from MCI:

If a student enrolls in a…	The student receives…
MOS (red book) distance training course	Course book(s) including: • Course text • Sealed end-of-course examination • DP-37 answer sheet • MCI-addressed return envelope • Other course components, such as a protractor.
PME distance education program	Program courses including: • Course texts • End-of-course examinations Note: Examinations for the *Warfighting Skills Program* are essay, not machine-graded. Your commanding officer or Marine who has already completed the Warfighting program grades them. • DP-37 answer sheets • Return envelope(s) • Other course/program components such as required FMs

Receiving Course/Program Materials, Continued

**Course/
Program
Materials**

The course/program materials are mailed in a package addressed to the student. Be sure that you keep in contact with your students so they can let you know when they receive their course/program materials. Students should also give the training NCO a sealed package containing the final exam.

**Training NCO
Responsibility**

- Be aware of availability of Learning Resource Centers aboard your base. If none are available, your students should not to take the web-based courses.

- Have the student notify you when the course/program materials have been received.

- Update the R-5 card, or your MCI database record, for each student with the date the materials were received.

- Counsel students that take CD-based courses to ensure they have access to appropriate computer assets.

**Student
Responsibilities**

Ensure students

- Inventory course/program materials as soon as they are received.
- Report any discrepancies.
- Enroll in CD or web-based courses only if access to appropriate computer assets is available.

The training NCO should contact MCI Student Services Division on 1-800-MCI-USMC to obtain any missing items.

**Courses on
Hold**

Occasionally, course materials are not available immediately for shipment. When this occurs, students are put on hold. When material arrives, we ship material to students in a first-on-hold, first-to-ship manner.

**Entry-Level
Marines**

We recommend that Marines who have not yet completed their entry-level MOS producing school not enroll in MCI courses unless they are participating in a command sponsored Marines Awaiting Training (MAT) program.

Studying the Course

Student Actions   Studying the course material is your student's responsibility. Students should

- Study the course materials.
- Complete the challenges and exercises at the end of each lesson.
- Complete the review lesson and exercises at the end of each lesson.
- Check their own answers.

Your Actions

- Typically most students begin studying their course with enthusiasm. As materials become more complicated and they realize that studying an MCI course is not a quick fix, their enthusiasm may diminish and they may study less. You need to talk with students periodically to keep them motivated.

- If students have problems understanding the content of their course, you may have to contact a subject matter expert who can help your student. (Chapter 3 of this manual has details about contacting MCI when a student has a course content problem.)

Completing the Review Lesson   For your Marine, part of studying the course is taking the review lesson. It helps the Marine prepare for the proctored end-of-course examination. When students think they have mastered the course content, they should take the review lesson.

- You do not need to monitor a student during this review lesson because it is open book.

- When the student finishes filling in the answers, he or she checks the answers against the review lesson answers provided.

  Remember: Do <u>not</u> send review lessons to MCI for grading.

Course Completion Date   The course completion date (CCD) for PME programs is 5 years from the date of enrollment. It is 2 years from the date of enrollment for *red book* courses. If a student does not complete a course by the CCD, they will be disenrolled with an incomplete (w) status. The student will be allowed to enroll again if he or she decides they are ready to try again.

Completing the Course

Exam Terminology

To receive credit and a completion certificate for an MCI course, each student has to successfully pass an end-of-course or final examination.

- This is the primary final examination.
- These examinations are usually timed.
- They are administered by a test proctor.

Let's look at each of the bolded terms above. They are covered in the table below.

Term	Definition
Primary Final Examination	The examination administered after the student completes the course of study.
Timed	The final examination has a set time limit. The student cannot take more time than the limit specified in the examination directions.
Test Proctor	A person in authority who administers the final examination to a student using only the materials allowed, following the examination directions. The following is the list of who can be proctors: • SNCOs or above • Marine who is designated by the commanding officer • Monitors at Learning Resource Centers

Importance of Following Exam Directions

Administering the final examination depends very much on the specific examination the student is taking. Be sure you or the person authorized to administer the final examination carefully reads all examination directions before allowing the student to begin the examination.

Completing the Course, Continued

Procedure for Final Examinations   As the training NCO, you must ensure the student's final examination is administered properly. You must follow all steps for administrator of paper-based exams.

Step	Action	Notes
1	Ensure the student fills out the DP-37 answer sheet with his/her: • Name • SSN • Correct course number	The student has to fill out the DP-37 according to the instructions otherwise the scanning machine will not accept it.
2	• Identify a SNCO (or above) to proctor the examination. • Use an alternative test proctor if a SNCO or above is not available.	For PME final exams for the *Warfighting Skills Program*, see the section on PME Warfighting Exams. The answer sheet lists other suitable proctors.
3	Ensure the proctor understands the instructions for administering the exam.	The test proctor must read and follow all instructions for administering the examination.
4	Ensure proctors validate the answer sheet by signing their names.	An unsigned examination answer sheet will not be graded.
5	Ensure the final examination is properly administered.	
6	Correct all stray marks, smudges, and poorly filled out "bubbles" on the answer sheet.	A stapled, torn, or improperly filled out answer sheet requires special handling, which will delay the grading process.
7	• Make a copy of the answer sheet for your records before mailing it to MCI. • Ensure you destroy the copy of the answer sheet once the Marines' score has posted to MCI's database. This can be checked at www.mci.usmc.mil.	• Do not copy the examination booklet. • Only a training NCO may retain a copy of the examination answer sheet.
8	Mail the examination booklet and the student's answer sheet to MCI. Note: Be sure there will be enough mailing and handling time for receipt of DP-37 and grading at MCI before the student's CCD.	The answer sheet may not be graded if MCI does not receive the examination booklet. The student is automatically disenrolled if MCI does not receive the student's CCD answer sheet.
9	Annotate, on the student's R-5 card or database, the date you mailed the examination booklet and answer sheet to MCI.	

Completing the Course, Continued

Faxing Answer Sheets   You may fax copies of examination answer sheets only if approved by SSD. Unsolicited faxes received by MCI will be discarded.

PME Warfighting Exams   The commanding officer or his designated representative grades the course examinations for the courses of the *Warfighting Skills Program* (7400).

- Follow the directions in the letter to the commanding officer for administering these examinations.

- The letter is part of the commander's examination package the student should give you when he/she receives the course materials.

Remember: Keep copies of PME examination answer sheets or examination essays. Do not copy or retain the examination booklets.

MCI: Grading End-of-Course Examinations

Preparing for Grading

When MCI receives end-of-course examinations, SSD sorts the mail so examination answer sheets can be scanned or manually graded. This also includes quality control of each examination answer sheet to ensure it is

- Properly filled out.
- Clean (without erasure marks or staples), ready for grading.

Note: Exams that are not properly filled out or not clean enough for scanning are graded manually. This slows down the grading process.

Passing Scores

The passing score for end-of-course examinations is shown in the table below.

Type of Examination	Passing Score
MOS (red book) training examinations	65%
PME examinations of the • Sergeants Distance Education Program (DEP) • SNCO Career DEP • SNCO Advanced DEP • Warfighting Skills DEP • Amphibious Warfare School DEP	75%
Command and Staff College DEP examinations	80%

Scores of less than 50 are graded by hand to ensure there were no errors in the machine grading.